

SMC Academic Senate Personnel Policies Committee meeting minutes
Tuesday, October 2, 2018
1:30 to 3:00pm
Library 275

Present: Andrew Nestler (Chair), Sherri Lee-Lewis (Vice-Chair), Tracey Ellis, Mitch Heskell, Sharon Jaffe, Moya Mazorow, Scott Silverman

Guest: Katie Colimitras

I. The meeting was called to order at 1:35pm.

II. Public comments: None.

III. Announcements: The committee welcomes its newest member, Sharon Jaffe.

IV. The minutes of the May 29 meeting were approved unanimously (moved by Mitch, seconded by Sherri).

V. AR 7120 (Recruitment and Selection): Our work on this AR continues from last year. Our main goal is to make the language regarding the hiring of full-time faculty members as clear as possible to a wide audience of readers.

Katie gave us a demonstration of the new NEOGOV software that is used by applicants for full-time positions. As of September 4, this software has replaced PeopleAdmin, which was used by SMC for approximately 8 years. The new software is more easily customizable, and its developer provides superior customer support, at a lower annual fee.

It is still the case, as it is with all such software packages, that an applicant must submit their application in order for the system to send emails to prospective recommendation letter writers. In a short amount of time, a confirmation email is sent to the applicant and emails are sent to the letter writers.

On several pages viewed by an applicant, a message appears to inform the applicant that their application is deemed complete only when their required letters of recommendation have been received. The committee requested that additional such language be included in the confirmation email sent to the applicant and also in the emails sent to prospective letter writers.

Sherri and Nate are in agreement that the chair and vice-chair of the Ranking Committee may be specified as non-voting members, as this has been the practice in recent years. Sections 1B and 1C will be amended to turn this past practice into policy.

Sherrri reported that according to the District's EEO plan, an individual is supposed to attend an HR/EEO training program each time they are appointed to a screening committee. A reference to the District's EEO plan and HR/EEO training will be included in Section 3F.

In Section 5A, in order to include a mention of physical and learning disabilities among our student population, the committee decided to use language from the District's diversity statement.

VI. The meeting was adjourned at 2:55pm (moved by Tracey, seconded by Sharon, and approved unanimously).